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ABSTRACT

This annotated bibliography is composed of 196 citations which primarily represent the period from 1960 to 1970. It presents a variety of sources on local and national manpower information. Listings are arranged alphabetically according to author under the general divisions of Population, Manpower Information, Economic Information, Labor Force Information, Occupational Information, Education and Training, Health and Welfare, Catalogs of Manpower Information, and Other Manpower Information Sources. Entries include books, periodical literature, and monographs. Information on the availability of the literature cited includes the publishers and addresses. (CH)

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Employment Security Commission of Arizona

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Member

ARIZONA STATE EMPLOYMENT SERVICE

Charles A. Boyle, Administrator

MANPOWER INFORMATION,

AN ANNOTATED BIBLIOGRAPHY.

April 1970

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Research and Information Series No. MNP-1-70.

FOREWORD

This bibliography has been prepared to acquaint the reader with a varied selection of manpower information, both local and national; and to facilitate the process of acquiring publications. With the exception of several historical series, the referenced items have been published or revised between 1960 and 1970. The bibliography is by no means comprehensive; it is intended to introduce the reader to a portion of the vast wealth of manpower and economic information available.

The reader should be aware that the nature of manpower information often crosses arbitrary subject divisions. If information on a particular topic cannot be found under one subject heading, refer to related headings to obtain the desired data.

Manpower Information -- An Annotated Bibliography was researched and compiled by Dorthie McPherson and Margie I. Hackett of the Manpower Research and Analysis Section, Arizona State Employment Service.

Charles A. Boyle, Administrator
Arizona State Employment Service

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HOW TO OBTAIN PUBLICATIONS

Publications indicated by an asterisk (*) may be obtained directly from the publisher, indicated after the title.

Publications followed by a double asterisk (**) may be obtained from the Arizona State Employment Service, Public Information Office.

Those publications indicated by a plus sign (+) are available for examination in the Research Library of the Arizona State Employment Service, Administrative Office, but are not available for distribution.

Publications indicated by a dagger (‡) are available from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.

If there are any questions regarding the content of this bibliography, please contact the Manpower Research and Analysis Section of the Arizona State Employment Service.

Some of the publications of the federal government, mentioned in this bibliography, may be available locally at the Office of the Sales Agent for the Superintendent of Documents, U.S. Printing Office. This office is located in Room 5413 of the Federal Building in Phoenix; phone 261-3285 for information on federal publications.

CODE OF PUBLISHERS AND ADDRESSES

Employment Security Commission
ASES - Arizona State Employment Service
1717 West Jefferson
Phoenix, Arizona 85005

ASU - Arizona State University
Tempe, Arizona 85281

BIA - U.S. Bureau of Indian Affairs
Phoenix Area Office
124 West Thomas
Phoenix, Arizona 85013

BLS - Bureau of Labor Statistics
Office of Inquiries and Correspondence
Washington, D.C. 20212

FNB - First National Bank
Marketing and Research Dept.
411 North Central Avenue
Phoenix, Arizona 85004

Superintendent of Documents
GPO - U.S. Government Printing Office
Washington, D.C. 20402

HU - Harvard University
School of Business Administration
Boston, Massachusetts 02163

MA - Manpower Administration
United States Department of Labor
Washington, D.C. 20210

UA - University of Arizona
Tucson, Arizona 85720

Employment Security Commission
UC - Unemployment Compensation Division
1720 West Madison Street
Phoenix, Arizona 85007

USDA - U.S. Department of Agriculture
Economic Research Service
Washington, D.C. 20210

USDHEW - U.S. Department of Health, Education, and Welfare
Office of Public Information, Room 5551
Washington, D.C. 20210

USDC - U.S. Department of Commerce
Office of Publications
Washington, D.C. 20230

USDL - U.S. Department of Labor
Office of Information
Washington, D.C. 20210

VNB - Valley National Bank
Research Department
141 North Central Avenue
Phoenix, Arizona 85004

POPULATION

ARIZONA

Annual Report of Vital Statistics (Arizona State Department of Health: Annually)*

A general summary of Arizona birth and death statistics for the year.

Arizona - A Century of Growth (ASES: 1963)**

A study of the population growth of the State, counties, and cities from 1860 to 1960, and of the economic factors influencing population growth patterns.

Distribution of Indians, Negroes, and Spanish-Americans in Arizona (ASES: 1963)+

Racial distribution of Arizona population by counties, and selected cities and towns.

Evaluation of Population Support Capacity of the Navajo Area, Navajo Indian Reservation McBroom, Val et.al., (BIA: 1967)*

Projects 193,000 living on the Reservation in 1990. Forecasts present theoretical potential and attainable potential employment for 1977.

Population Estimates of Arizona (UC: Annually)*

Estimates of population by county and analysis of population change from past periods. Includes estimates of population by age, race, and sex.

NATIONAL

Catalog of United States Cenus Publications (USDC, Bureau of the Census; monthly: price $2.25 per year, 65¢ per copy)*

The catalog indexes all available Census Bureau data. Its main divisions are: agriculture, business, construction, foreign trade, government, housing, industry, population, and miscellaneous.

Census of Population (USDC, Bureau of the Census; Decennial with Annual Supplements: prices vary with each series)*

A comprehensive source of social and economic characteristics of the population. In addition to the United States Summary, separate publications are available for each state.

Cost of Geographic Mobility (USDC, Area Redevelopment Administration; 1964: price 25¢)*

Current Population Reports (USDC, Bureau of the Census -- see Note below)

Series P-20 Population Characteristics
Series P-23 Special Studies (formerly Technical Studies)
Series P-25 Population Estimates
Series P-28 Special Censuses
Series P-60 Consumer Income
Series P-65 Consumer Buying Indicators

(Note - The yearly subscription rate for the Current Population Reports is as follows: Series P-20, P-23, P-25, P-28 (quarterly and annual summaries only), P-60 and P-65 combined, $8.50 ($2.50 additional for foreign mailing). Single copies of current issues are available from the Government Printing Office at prices as noted in the listing. Back issues are not furnished by GPO, but may be obtained from the Bureau of the Census. Reports in Series P-28 for individual cities or areas may also be obtained from the Bureau of the Census at prices as noted in the listing.)

Migration Into and Out of Depressed Areas (USDC, Area Redevelopment Administration; 1964: price 15¢)*

Population, Labor Force, and Unemployment in Chronically Depressed Areas (USDC, Area Redevelopment Administration; 1964: price 20¢)*

United States Census of Population 1960 Supplementary Reports: Population Characteristics of Selected Ethnic Groups in the Five Southwestern States (USDC, Bureau of the Census 1968: price 35¢) **

This report concentrates on people with Spanish surnames, American Indians, Whites, and Negroes; it includes some data on people of Chinese and Japanese descent.

MANPOWER INFORMATION

ARIZONA

Area Resource Studies (ASES)**

A series of studies covering manpower and job market conditions and labor force characteristics of areas in the State. These special reports are prepared at the request of local employer and labor groups, and interested civic organizations. Reports have been prepared on these areas:

Buckeye Area	1967+
Coolidge-Florence	1968
Flagstaff	1969
Gila Bend	1969
Nogales-Santa Cruz	1967-1969+
Parker Area	1968
Prescott	1968
Southwest Mohave County	1966
Wickenburg	1968
Willcox	1968
Winslow	1970
Yuma	1969

Arizona Basic Economic and Manpower Data (ASES: Annually)**

An annual summary of basic economic and manpower information for each county including population, employment, seasonal trends, average entry wages, as well as geography, climate, and future outlook.

Arizona Business Bulletin (ASU: Monthly)*

A publication containing data on Maricopa County building permits and new housing starts, as well as other selected economic indicators.

Arizona's Manpower Challenge of the 60's (ASES, UC: 1960)+

A report projecting occupational needs, population distribution, and economic changes from 1959 to 1969, to provide manpower data for long-range planning. The report includes population, labor force and employment data for Arizona and Maricopa and Pima counties.

Arizona Manpower Review (ASES, UC: Semiannually) **

A summary of the manpower situation, developments, and outlook, also manpower programs in Arizona's counties, except Pima and Maricopa. Supersedes the Northern and Southern Arizona Manpower Reviews.

Arizona Manpower Review Newsletter (ASES, UC: Bimonthly, except February and August)**

A brief summary of the economic and manpower happenings in Arizona's counties except Pima and Maricopa.

Arizona Progress (VNB: Monthly)*

Monthly reports devoted to a selected aspect of the Arizona economy including business, population and employment data.

Arizona Review (UA: Monthly)*

A monthly publication which reviews topics relevant to business and public administration; a table of economic indicators is included each month.

Arizona Statistical Review (VNB: Annually)*

An annual publication containing approximately 50 pages of useful statistics relevant to the Arizona economy.

Employment Security Commission of Arizona, Annual Report for the Fiscal Year (Annually)**

Report of the fiscal year activities of the Unemployment Compensation Division a the Arizona State Employment Service, both in narrative and statistical form.

Greater Phoenix Manpower Review (ASES, UC: Semiannually)**

A summary of the manpower situation, developments, and outlook; also manpower program activities in the Phoenix area, Maricopa County.

Greater Phoenix Manpower Review Newsletter (ASES, UC: Monthly, except May and October)**

A brief summary of the happenings in economic and manpower trends and demands for the Phoenix area, Maricopa County.

Inside Phoenix (Phoenix Newspapers Inc.: Annually)*

An economic and consumer study of Metro-Phoenix. A demographic look at the area's consumer households is included in the supplement, Profiles.

Manpower Directions '75 (ASES: 1967)+

A study of the economic future of Arizona based on a review of economic trends in recent years, with recommendations for meeting manpower training needs for 1975.

Manpower Programs at a Glance (ASES: Revised 1969)+

General descriptions of every major manpower program in Arizona, its history, implementation, and funding source.

Northern Arizona Manpower Review

See Arizona Manpower Review

Profile of Arizona (FNB: Monthly)*

A publication containing a review of economic activity, several business indicators and an analysis of a selected industry or area in the Arizona economy.

Southern Arizona Manpower Review

See Arizona Manpower Review

Tucson Area Manpower Review (ASES, UC: Semiannually)**

A summary of the economic and manpower trends and demands in the Tucson area; also manpower program activities and employment outlook for Pima County.

Tucson Area Manpower Review Newsletter (ASES, UC: Monthly, except May and October)**

A brief summary of economic and manpower trends in the Tucson area and Pima County.

NATIONAL

BLS Handbook of Methods for Surveys and Studies (USDL, 1966: price $1.50)*

Contains concise explanations of BLS survey and study methods, including definitions, sampling design, estimating techniques, uses and limitations of data, and methods of analysis. Bibliographical references and samples of survey instruments provide a frame of reference for use and interpretation of the standard BLS studies and surveys. Broad categorization of the types of studies treated in the manual include: manpower and employment statistics, prices and living conditions, wages and industrial relations, productivity and technological developments, and industrial safety. Appendixes and an extensive index complete the volume.

Business Conditions Digest (USDC, Monthly: GPO price $16.00 per year, $1.35 per copy)*

Basic economic data and analytical measures of current change in economic activity are presented in tables and graphs. Includes a general narrative description of terms and an explanation of the types of data included.

Business Week (Price $10.00 per year, $1.00 per copy)*

A weekly magazine providing a review of the economy, articles on selected industries and special sections on economics, government, labor, industries, and several others.

County and City Data Book (USDC, Bureau of the Census: GPO price $5.50)*

This book is designed to meet the need for summary statistics of small geographical areas.

Directory of Federal Statistics for States: A Guide to Sources (USDC, Bureau of the Census: 1967)*

This is a comprehensive finding guide to available published sources of federal statistics on social, political, and economic subjects.

Dun's Review and Modern Industry (Monthly, price $7.00 per year, $1.00 per copy)*

A source of information on business failures, trends in business and general economic information for selected industries, both in statistical form and in narrative.

Economic Report to the President (Annually: GPO price 35¢)*

A report by the Council of Economic Advisors on economic problems, issues and activities.

Employment Service Review (HU: Bimonthly, price $4.50 per year, 40¢ per copy)*

A bimonthly publication containing articles on management, general business and the economy. Includes four series available as reprints.

Harvard Business Review (HU: Bimonthly, price $10.00 per year, $2.00 per copy)*

A bimonthly publication containing articles on management, general business and the economy. Includes four series available as reprints.

Land Economics (University of Wisconsin: Quarterly)*

This magazine exists to provide an outlet for a wide variety of scholarly studies in land economics.

Manpower Magazine (USDL: Monthly, price $7.50 per year, 65¢ per copy)*

The official journal of the Manpower Administration.

Manpower Projections (USDL: 1967)*

An appraisal and a plan of action.

Manpower Report of the President and a Report on Manpower Requirements, Resources, Utilization and Training (USDL, Annually: GPO price $2.25)*

A comprehensive annual report on current employment trends, new programs and policies, manpower resources and requirements, the role of education and training in manpower development, and the process of achieving employment by the different groups in the labor force.

Rand McNally Commercial Atlas and Marketing Guide (Annually: price $75.00)*

This is a comprehensive finding guide to available published sources of federal statistics on social, political, and economic subjects.

Statistics on Manpower: A Supplement to the Manpower Report of the President (USDL, 1969: GPO price $1.00)*

These statistical tables present data on the labor force, employment and unemployment, training, and related manpower series.

Survey of Current Business (USDC, Monthly: GPO price $9.00 per year, $1.00 per copy)*

Contains articles describing different segments of the economy and a 40-page section on current business statistics. Includes a weekly supplement of business statistics.

Tomorrow's Manpower Needs (USDL, BLS; 1969: price Volume I, $1.00; Volume II, $1.25; Volume III, 55¢; Volume IV, $2.00)*

This is a four-volume study of how estimates of future manpower requirements can be developed by the state or community.

ARIZONA

Area Resource Studies (ASES)**

A series of studies covering manpower and job market conditions and labor force characteristics of areas in the State. These special reports are prepared at the request of local employer and labor groups, and interested civic organizations. Reports have been prepared on these areas:

Buckeye Area	1967+
Coolidge-Florence	1968
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Nogales-Santa Cruz	1967-1969+
Parker Area	1968
Prescott	1968
Southwest Mohave County	1966
Wickenburg	1968
Willcox	1968
Winslow	1970
Yuma	1969

Arizona Basic Economic and Manpower Data (ASES: Annually)**

An annual summary of basic economic and manpower information for each county including population, employment, seasonal trends, average entry wages, as well as geography, climate, and future outlook.

Arizona Business Bulletin (ASU: Monthly)*

A publication containing data on Maricopa County building permits and new housing starts as well as other selected economic indicators.

Arizona Growth Trends (UC: 1957-1966)+

This publication traces the changes in rapid growth of the population, development of natural resources and economy. It is aimed as a guide for civic, business, industrial, educational and training groups engaged in building the State's economy.

Culture of Poverty: Selected Readings (ASES: 1967)+

A series of readings designed to give insight to the attitudes and institutions with which the deprived are associated. It is aimed to increase communication through understanding of the factors perpetuating poverty areas.

Dynamic Phoenix (Phoenix Chamber of Commerce)*

Brief description of the growth of Phoenix with data through 1968.

Economic Indicators Arizona (ASES, UC: Monthly)**

Eighteen indicators analyzed to aid in describing and interpreting the Arizona economy.

Economy of Arizona: A Review of Arizona's Population, Labor Force, Industries, and Economic Outlook (VNB, UofA, ASU, UC, ASES: 1964)*

Phoenix Poverty Primer (ASES: 1968)+

Intended for planners and policy-makers, this study focuses primarily on the South Phoenix area. It presents basic data on the underutilized and underprivileged, and on the social and economic pressure preserving ghettos and hampering enforcement of poverty legislation. It also identifies the most visible and immediate consequences of joblessness and underemployment to aid those involved in manpower planning and policy.

Profile of Arizona (FNB: Monthly)*

A publication containing a review of economic activity, several business indicators and an analysis of a selected industry or area in the Arizona economy.

Rounding the Four Corners, Muench; Joyce Rockrock, (Arizona Development Board: 1961)*

Socio-Economic Characteristics of the Residents of 16 Selected Areas in or Near Mesa, Arizona (ASES: 1968)+

A survey of low-income areas concerning labor force potential and manpower service and training needs. Also included is data on condition of housing, sources of income, and language spoken in the home.

Socio-Economic Characteristics of South Chandler-Hightown Residents (ASES: 1968)+

A survey of low-income areas concerning labor force potential and manpower service and training needs.

NATIONAL

The Role of Local Government in Economic Development of Rural Areas: Research Needs and Opportunities (USDA: 1966)*

ARIZONA

A Few Tips on Farm Work Supervision for Farm Labor Foremen (ASES: 1964)+

Agricultural Employment in Arizona Since 1950 (ASES: Annually updated)**

A publication giving agricultural employment estimates for State and county totals, as well as subgroup breakouts for domestic, migratory, and Mexican National workers for Calendar Years 1950 through 1962. It also provides a comparable agricultural employment data series bench marked against the latest U.S. Census data, Employment Service data, and other available sources.

Agricultural Manpower Digest (ASES: Monthly)**

Contains articles of interest in the agricultural field.

Annual Report Arizona Commission of Agriculture and Horticulture*

Summary of pest detection and control, insect conditions, nursery services, apiary services, laws pertinent to agriculture, etc.

Arizona Cotton Production Survey (ASES: 1959-1960)+

An intensive study of cotton harvest activity. The only recent comprehensive study of the characteristics of cottor production in Arizcna. The 1959-1960 study includes information on: characteristics of cotton farm establishments in the survey counties; the composition and turnover problems of organized cotton-picking crews; an appraisal of the productivity and use of cotton-picking machines. The study covered the four principal cotton-growing counties of Arizona - Maricopa, Pinal, Yuma, and Cochise.

Arizona Farm Labor Bulletin (ASES: Weekly)**

A weekly report describing the current agricultural employment market and information on the availability of jobs by area and crop.

Arizona Lettuce Production Survey: Fall-Spring Harvest (ASES: 1961-1962)+

A comprehensive study of labor utilization, worker productivity and earnings, current and anticipated changes in harvest techniques, including the introduction of machine harvesting and the effects of these changes upon production and labor use.

Economic Impact of a Changing Agricultural Labor Market - Aguila 1964, Parker 1963, Willcox 1964 (ASES)+

Farm Labor and Rural Manpower Services (ASES: Annually)**

Contains a brief description of rural Arizona, its employment trends, agricultural production, and manpower services.

Manpower Outlook '80: Arizona Agriculture (ASES: 1968)**

A study of Arizona agriculture past, present, and future with special emphasis on the factors which will affect agricultural production and future labor requirements.

Swine Production in Arizona (Agricultural Extension Service: 1968)*

NATIONAL

Hired Farmworkers in the United States (USDL: 1968)*

Statistics on Cotton (USDA: Annually)*

BUSINESS AND INDUSTRY

ARIZONA

Arizona Directory of Manufacturers (UC: Annually)*

A list of manufacturers in Arizona arranged by product and firm, including location, size, and products of each firm.

Changing Fortunes in Arizona Business Firms (UC: 1963-1965)*

An analysis of business births, deaths, and growth as trend indicators of Arizona's economy, written for use by businessmen, legislators, and economic planners.

Employment in Nonagricultural Establishments (UC: Annually)*

An annual summary of employment data on a Statewide basis (1947 to present) and Maricopa and Pima counties (1949 to present).

Industry Growth Pattern Reports (ASES)+

Special reports covering the historical growth trend, and projection of future growth for a specific industry or an appraisal of the location, and manpower factors of a community with regard to the potential establishment of a specific industry. These reports are prepared at the request of local industrial development groups or firms interested in locating in the area.

Organization Analysis (ASES: 1969)**

A report on methods and purposes in development of organization charts.

NATIONAL

Business Week (Price $10.00 per year, $1.00 per copy)*

A weekly magazine providing a review of the economy, articles on selected industries, and special sections on economics, government, labor, industries, plus several others.

County Business Patterns: Arizona (USDC, Bureau of the Census: 1966, price 40¢ per copy)*

A presentation of first quarter employment and payroll data based on employment covered by the Federal Insurance Contributions Act. Data is presented for the State and for each county by major industry group. Information is also available by area of the county.

Dun's Review and Modern Industry (Monthly, price $5.00 per year, 75¢ per copy)*

A source of information on business failures, trends in business, and general economic information for selected industries, both in statistical form and in narrative.

Survey of Current Business (USDC, Monthly: GPO price $6.00 per year, 45¢ per copy)*

Contains articles describing different segments of the economy and a 40-page section on current business statistics. Includes a weekly supplement of business statistics.

Technological Trends in 36 Major American Industries (BLS, 1966: price $1.50)*

A summary of significant technological changes in the major industries in the economy. Each narrative is accompanied by a graph of several economic indicators.

LABOR FORCE INFORMATION

ARIZONA

Arizona's Current Employment Developments (ASES, UC: Monthly)*

Monthly changes in the labor force by industry. Past year comparisons. Statewide.

Arizona Labor Force (UC: Monthly)*

Labor force, employment, and unemployment statistics and narrative for Arizona, Maricopa County, and Pima County.

Arizona Labor Force Data (UC: Annually)*

An annual summary of labor force data for Arizona, Maricopa County and Pima County from 1956 to present.

Arizona Medical Manpower (ASES: 1968)+

A review of the areas of increased demand for medical services, current conditions in the shortage of trained personnel; and attempts to meet the shortage through training programs, better salaries and working conditions, and more efficient use of medical personnel.

Employment in the Hospitality Industry (State Department of Vocational Education: 1969)*

This report emphasizes the development of a Statewide program designed to meet the total employment needs of the hospitality industry that includes hotels, motels, restaurants, hospitals, school cafeterias, nursing homes, guest ranches food technology and processing, housekeeping and maintenance.

Farm Labor and Rural Manpower Services (ASES: Annually)**

Annual report of manpower programs and Employment Service activities, also economic development in agriculture and the rural counties.

Labor Turnover (UC: Monthly)*

Contains accession and separation rates and narrative for manufacturing and mining for Arizona and Maricopa County.

Nonagricultural Employment and Labor Force (ASES, UC: Annually)**

Employment by industry estimates for Arizona and Maricopa and Pima counties.

Phoenix Labor Market in Small Doses (ASES: 1964)**

Phoenix Labor Market Statement, Volume I: Manufacturing (ASES: 1968)+

An economic study dealing individually with industrial divisions of the local economy.

Verde Valley - An Area Survey of Labor Potentials (ASES: 1969)+

NATIONAL

Document and Reference Text, an Index to Minority Group Employment Information (Institute of Labor and Industrial Relations, Research Division)*

An index of literature relating to employment and employment related problems of major categories of minority workers.

Education and Earnings of the Hired Farm Work Force of 1960 (USDA, Economic Research Service)*

Employment and Earnings (BLS, Monthly: GPO price $10.00 per year, $1.00 per copy)*

A collection of current statistical tables on labor force, employment, unemployment, payroll employment by industry, hours, earnings, and turnover. An annual supplement, with statistical averages for the preceding year, is available at the end of the year.

Equal Employment Opportunity (Senate Committee on Labor and Public Welfare, 90th Congress: 1967)*

Hearings before the Subcommittee on Employment, Manpower, and Poverty.

Handbook of Labor Statistics (USDL; BLS: Annually: price $2.50)*

Makes available in one volume the major labor statistics series produced by the Bureau of Labor Statistics and related series from other governmental agencies.

Monthly Labor Review (BLS, Monthly: GPO price $7.50 per year, 75¢ per copy)*

A publication containing summaries of Bureau of Labor Statistics studies and reports, special articles on the labor force, employment, unemployment and other manpower issues, and a section on labor force statistics. Special reports may be obtained separately in reprint form.

Statistical Review of the United States (USDC, Bureau of the Census; Annually: GPO price 20¢)*

This volume is a standard summary of statistics on the social, political, and economic organizations of the United States.

Study of Methods for Forecasting Employment, Adolf Sturmthal (Illinois University - Institute of Labor and Industrial Relations, Champaign, Illinois: 1967)*

SPECIAL GROUPS

ARIZONA

A Look at Today to Plan for Tomorrow (Arizona Division of Vocational Rehabilitation: August 1966-August 1968)*

A vocational rehabilitation Statewide survey, compiling information that would be relevant to the goals and purposes of the Statewide planning project of the Division of Vocational Rehabilitation of the State of Arizona.

Arizona's Youthful Jobseekers (ASES: 1962)+

A special analysis of the characteristics of jobseekers under age 21. Special attention was given to age, education, occupation, and services received, particularly testing and counseling.

Arizona Woman - Report of the Governor's Committee on the Status of Women in Arizona (Annually)*

Discussion of employment of women, legal status, and political and civic responsibilities.

Distribution of Indians, Negroes, and Spanish-Americans in Arizona (ASES: Revised 1968)+

Racial distribution of Arizona population by counties, and selected cities and towns.

Indian Community Action Project, Annual Report (ASU, OEO's Office of Training and Technical Assistance, Tempe)*

Manpower Services to Arizona Indians (ASES: Annually)**

Annual report of the activities and accomplishments of the Employment Service for Arizona's Indians. Also included are brief descriptions of services given by other agencies and economic developments on the reservations.

Reservation Survey (Arizona Commission of Indian Affairs, Phoenix: 1966-1967)*

The Handicapped in the Arizona Job Market (ASES: 1967)**

The Veteran in the Arizona Job Market (ASES: 1967)**

NATIONAL

Background Facts on Women Workers in the United States (USDL, Women's Bureau: 1966)*

Contains information on women workers in the economy, labor force status, industrial employment, occupation, earnings, and educational attainment.

Document and Reference Text, an Index to Minority Group Employment Information (Institute of Labor and Industrial Relations, Research Division)*

An index of literature relating to employment and employment related problems of major categories of minority workers.

Handbook on Women Workers (USDL, Women's Bureau; 1965: price $1.00)*

Negroes in the United States, Their Economic and Social Position (USDL, BLS; 1966: Bulletin No. 1511, price $1.25)*

Womanpower Policies of the 70's (USDL; Women's Bureau: 1967)*

A seminar report on the present and future status of women in the labor force.

ARIZONA

Arizona's Long-Term Unemployed, Volume I (UC: 1963)*

Personal and family characteristics, employment and unemployment experience, and unemployment insurance experience.

Arizona's Long-Term Unemployed, Volume II (UC: 1964)*

A comparison of claimants under the Temporary Extended Unemployment Compensation Program and regular Arizona unemployment insurance claimants.

Arizona's Long-Term Unemployed, Volume III (UC: 1965)*

A comparison of claimants under the Temporary Extended Unemployment Compensation Program and regular Arizona unemployment insurance claimants. Characteristics of exhaustees - post-exhaustion experience.

ARIZONA - Study of Employment and Unemployment of Agricultural Workers (UC: 1960)*

Volume I Survey Report
Volume II Considerations of Unemployment Insurance Coverage
Volume III Technical Supplement

Characteristics of Insured Unemployed (ASES, UC: Annually)*

Contains annual summary of insured unemployed by industry, occupation, length of unemployment and sex, from 1961 to present.

Employers, Employees and Wages Covered by the Employment Security Law of Arizona (UC: Quarterly)*

A statistical summary of unemployment data by industry and county.

Incidence and Characteristics of Pensioner-Claimants in Arizona (UC: 1965)*

A survey of the numbers and characteristics of those claimants drawing retirement pensions.

Summary of Unemployment Insurance Activities (UC: Monthly)*

Contains statistical description of unemployment insurance activities for given month and previous month for Arizona.

NATIONAL

The Negroes in the United States: Their Economic and Social Position (USDL, BLS; 1966: price $1.25)*

An excellent examination of problems faced by Negroes in the United States, including a 192-item bibliography.

Unemployment Insurance Statistics (USDL, MA: Monthly)*

Data collected and reported under national unemployment insurance programs.

OCCUPATIONAL INFORMATION

ARIZONA

Arizona Occupational Briefs (ASES)**

Provides brief occupational statements; also describes the changing composition of occupations and fields of work as they exist in Arizona and in the U.S.

Career Opportunity with the Arizona State Employment Service (ASES)**

General description of career positions, employee benefits, opportunities for advancement and short history of the Employment Service.

Concentrated Employment Program, Entry Level Occupations (ASES: 1968)+

Occupational descriptions providing information on entry level jobs for CEP staff and trainees. The list of descriptions is not complete, but is oriented toward occupations with most potential for the average CEP applicant.

How to Prepare Yourself for Job Interviews (ASES: 1965)**

Tips on attitude, preparation, and information most helpful in seeing a person through a job interview smoothly.

Job-Evaluation Systems (ASES: 1969)**

An outline of the most frequently used methods for measuring the relative value of jobs. Also included are methods for pricing jobs. For use by businessmen and administrators in setting up job evaluation systems.

Job-Finding Techniques for Retired Military Personnel (ASES: 1969)**

Jobs for Youth Campaign (ASES: 1968)**

This packet includes a fact sheet on youth unemployment and the goals and objectives of the hiring campaign promotion, sample news releases, letters, radio and television spots, and materials for distribution.

Manpower Trends in Health Service Occupations - Maricopa County (ASES: 1966)+

A monograph containing information on health services, and manpower patterns in the county, including the number of people employed in selected health services occupations. Outlook is also discussed.

Manpower Trends in Paramedical Occupations (ASES: 1965)+

Mini-Guides (ASES: First published 1969 and ongoing)**

Brief descriptions of various occupations with 50 published and 100 pending publications.

Summary of the State Inventory of Job Openings (ASES: Biweekly)**

An index of job openings in Arizona and other states in occupations for which there has been a continuing demand. Indicates job title, number of openings, and location.

NATIONAL

Choosing a Career - The Economic Framework (BLS, 1964: GPO price 15¢ per copy)

A discussion of the implications of expected population and labor force growth and the changing occupational structures of the economy for education, training, and future employment opportunities. Directed to counselors, parents, teachers, and others who assist young people in making vocational choices.

Counselors' Guide to Manpower Information: An Annotated Bibliography of Selected Government Publications (GPO price $1.00)*

Dictionary of Occupational Titles (USDL, MA; 1965: GPO prices Volume I, $5.00, Volume II, $4.25)*

A two-volume encyclopedia of job definitions and related information for over 36,000 jobs:

Volume I : Introduction to the dictionary and alphabetical arrangement of job titles and descriptions.

Volume II: Arrangement of jobs according to occupational, industrial, or worker characteristics. Provides detailed information regarding worker traits.

Guide to Local Occupational Information (USDL, MA: 1969)*

A directory of selected state employment services to provide occupational information for use in designing training programs, counseling in local public employment offices and schools, and for use by individual jobseekers.

Handbook for Young Workers (USDL, BLS; 1965: price 20¢ per copy)*

Presents information on employment choice, applications, and on-the-job problems. Discusses the labor laws pertinent to young workers and the general state and private employment services available. Provides information on job training programs open to young people.

Handbook on Women Workers (USDL, Women's Bureau; Biennially: price $1.00)*

Contains factual information covering the participation and characteristics of women in the labor force; patterns of their employment, occupations, income, education and training, and the federal and state laws affecting the civil, political, and employment status of women.

Health Careers Guidebook (USDL, MA; 1965: GPO price $1.50)*

Presents a broad view of the health field, suggestions for career planning and education, and a series of 32 Health Career Briefings which thoroughly describe the different occupations.

How to Get and Hold the Right Job (USDL, MA; 1962: GPO price 10¢ per copy)*

A 19-page booklet for those interested in choosing new work. An aid in taking stock of one's self and considering job requirements.

Job Guide for Young Workers (USDL, MA; 1969-70: GPO price $1.50 per copy)*

Provides information on fields of work and entry jobs frequently obtained by young people. Information is provided on employment prospects, qualifications for and characteristics of each type of job, opportunities for advancement, and how and where the job is obtained. Also includes information on trends, job outlook, and regulations concerning employment of the young worker.

Occupational Employment Patterns for 1960 and 1975 (USDL, BLS, MA: 1968; price 25¢)*

This report presents estimates of the occupational composition of employment by industry for 1960, the year of the first published matrix and projections for 1975.

Occupational Licensing and the Supply of Nonprofessional Manpower (USDL, MA; 1969: Manpower Research Monograph No. 11, GPO price 60¢)

Information on the structure and process of occupational licensing to determine its impact on job entry and interstate mobility of skilled manpower. Also included is a list of licensed occupations by state.

Occupational Outlook Handbook, 1968-1969 (USDL, BLS: price $4.25)*

Eighth in a series which began in 1949. Provides latest information on employment outlook, earnings, training requirements and related information for over 700 occupations and 30 major industries. Also assesses the impact of future economic, social, and educational trends on employment outlook in industries and occupations.

Occupational Outlook Handbook Reprints, 1968-1969 (USDL, BLS: prices range from 5¢ to 15¢ per copy)*

Occupational Outlook Quarterly (USDL, BLS: GPO price $1.25 per year, 35¢ per issue)*

A quarterly supplement to the Occupational Outlook Handbook which reviews current developments affecting employment trends and opportunities, and includes articles on industry employment and trends and other related subjects.

Selected Characteristics of Occupations - A Supplement to the Dictionary of Occupational Titles (USDL, 1966: price $2.75 per copy)*

Presents information on physical demands, working conditions, and training time for each job defined in the DOT.

EDUCATION AND TRAINING

ARIZONA

Apprenticeship in Arizona (A publication of Apprenticeship Information Center sponsored by ASES: 1969)**

Designed to provide basic information about the apprenticeship program. Defines an apprentice and gives the origins of apprenticeship. Mostly devoted to descriptive occupational briefs, of particular benefit in vocational counseling.

Arizona's Occupational Training Opportunities (ASES: 1968)**

A directory listing all institutions offering vocational training and the specific courses offered by each.

Arizona State Plan for Vocational Technical Education 1969-1970 (Arizona State Department of Vocational Education)*

A comprehensive study describing the organization of the Department of Vocational Education and the overall plan for vocational education in the State. Also includes a various array of useful educational statistics.

A Study of Southern Arizona School Age Children, 1966-1967, William A. Kelley (Bureau of Ethnic Research, Department of Anthropology, University of Arizona, Tucson: 1967)*

Exploratory Proposal for a Manpower Training and Resource Development Center (VISTA Indian Training Center: 1967)*

Preliminary proposal containing interesting survey of values held by Maricopa Indians affecting their economic performance.

Indian Community Action Project, Annual Report (ASU, OEO's Office of Training and Technical Assistance, Tempe)*

Summary of technical assistance, training services, Head Start, etc., by tribes.

Industrial Arts Trade and Industrial and Technical Education (Department of Vocational Education: 1966)*

This booklet defines the three closely allied areas of education, industrial arts, trade and industrial education, and technical education as each is ideally oriented.

Manpower Development and Training Act: The Implementation of the Act in Arizona (ASES: 1964)**

A comprehensive report describing the Manpower Development and Training Act, the development of projects, and their implementation in Arizona. (Available for examination, but not for distribution.)

Manpower Trends in Health Services Occupations Maricopa County (ASES: 1966)+

A monograph containing information on health services manpower patterns in the county and includes the number of people employed in selected health services occupations. Outlook is discussed.

Manpower Trends in Paramedical Occupations (ASES: 1965)+

Rehabilitation Review of Arizona Programs (Arizona Division of Vocational Rehabilitation. Prepared as part of comprehensive Statewide planning for Vocational Rehabilitation services for Arizona: August 15, 1966-August 14, 1968)*

Values and Education, James J. Jellinek (Arizona Council on Education, Phoenix: 1961)*

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American Education (USDHEW, Office of Education: Published ten times each year, price $4.50 per year, 55¢ per copy)*

This is a periodical which covers activities of the Nation's schools.

Education and Training: Key to Development of Human Resources (USDHEW, 1964: GPO price 40¢ per copy)*

A preview and evaluation of the programs under the Manpower Development and Training Act, which describes trainees, facilities, costs, projects, and other related topics. Includes statistical appendixes.

Fort Lewis College Summer Institutes for Instructional Aides and Food Service Personnel (BIA, June 12-July 8, 1967)**

Report of the Institute, describing activities training of several hundred minimally educated Indians.

Handbook for Young Workers (USDL, BLS; 1965: price 20¢ per copy)*

Presents information on employment choice, application, and on-the-job problems. Discusses the labor laws pertinent to young workers and the general state and private employment services available. Provides information on job training programs open to young people.

Journal of Human Resources (University of Wisconsin Press; Quarterly: price $2.00 per copy)*

Emphasizes role of education and training in enhancing productive skills, employment opportunities, and income. Also deals with general manpower health and manpower policies.

Manpower Report of the President and a Report on Manpower Requirements, Resources, Utilization, and Training (USDL, Annually: GPO price $1.75 per copy)*

A comprehensive annual report on current employment trends, new programs and policies, manpower resources and requirements, the role of education and training in manpower development, and the process of achieving employment for the different groups in the labor force.

Manpower Research and Training (USDL, MA; Annually: GPO price $1.25 per copy)*

A comprehensive report summarizing and evaluating the progress made under the Manpower Development and Training Act of 1962.

Public Spending for Higher Education in 1970, Selma J. Mushkin (Council of State Governments, Chicago: 1965)*

Rehabilitation Record (USDHEW, Bimonthly: price $1.75 per year, 30¢ per copy)*

Role of Technical Schools in Improving Skills and Earning Capacity of Rural Manpower, S. Pejovich and William Sullivan (USDL, Office of Manpower Policy Evaluation and Research: September 1966)*

Technical-Vocational Education and the Community College (Proceedings of the Thirteenth Annual Legislative Work Conference of the Southern Regional Education Board, held at Williamsburg, Virginia: August 22-29, 1964)*

Perhaps the best and most comprehensive general work dealing with vocational-technical education.

Vocational Education: The Bridge Between Man and His Work (Advisory Council on Vocational Education. Adapted from the General Report of the Advisory Council on Vocational Education, U.S. Office of Education, USDHEW: 1968)*

This report contains the findings and recommendations of the Nation's program of vocational education by the Advisory Council on Vocational Education.

HEALTH AND WELFARE

ARIZONA

Annual Report Arizona Department of Public Welfare (Arizona Department of Public Welfare: Annually)*

A summary of welfare programs and statistical tables of welfare activities.

Arizona Vital Statistics (Arizona State Department of Health, Phoenix: Annually)*

Statistics on natality, mortality, accidental deaths, suicides, TB deaths, selected morbidity cases, and marriage and divorce.

Health Guide for Elementary Schools of Arizona (Arizona State Department of Education, Phoenix: 1963)*

Indian Health in Arizona, B.S. Kraus and Bonnie M. Jones (Bureau of Ethnic Research, Department of Anthropology, Tucson: Annually)*

NATIONAL

Arizona Indian Vital Statistics (USDHEW, Public Health Service, Division of Indian Health, Office of Program Evaluation, Tucson Indian Health Service)*

Data collected for purposes of hospital and medical services planning of the Indian Health Service.

Arizona State Life Tables: 1959-1961 Volume 2, No. 3 (USDHEW, Public Health Service. Data from the National Center for Health Statistics: June 1966)*

This report shows statistics on proportion of people dying, number surviving, stationary population, and average remaining lifetime.

Change in Mortality Trend in the U.S. (USDHEW, Public Health Service, National Center for Health Statistics: price 45¢)*

Comprehensive Health Planning: A Selected Annotated Bibliography (USDHEW, Public Health Service, Division of Community Health Services: 1968)*

An invaluable reference for publications concerning all phases of comprehensive health planning, including general background and the wider matrix of planning within which health planning occurs.

Health and Hospital Expenditures of State and Local Governments: 1970 Projections, Selma J. Mushkin (Chicago, Illinois: 1966)*

Health Status and Practices of Mexican-Americans, A.T. Moustafa and G. Weiss (Mexican-American Study Project, Advance Report No. 11, Los Angeles, California, University of California: 1968)*

A survey of health problems of the Spanish-speaking population of Texas, New Mexico, Arizona, California, and Colorado; concentrated on mortality data from Colorado and Texas, morbidity data from California, mental health, and health attitudes and practices. Bibliography includes some surveys and analysis of direct relevance to the states in the Four Corners region.

Where to Write for Birth and Death Records, United States and Outlying Areas (USDHEW, Public Health Service; April 1967: price 15¢)*

CATALOGS OF MANPOWER INFORMATION

Bureau of the Census Catalog (USDC, Quarterly: GPO price $2.25 for four consecutive copies, including monthly supplements; single copies vary in price)

Bureau of Labor Statistics Catalog of Publications (USDL, BLS: Semiannually)

U.S. Government Publications Catalog (GPO, Monthly: price $6.00 per year, 50% per copy)

Publications of the U.S. Department of Labor, Subject Listing (USDL: Annually)

Sources of Occupational Information (Division of Guidance and Counseling, Ohio State Department of Education: 1966)

Counselor's Guide to Manpower Information: An Annotated Bibliography of Government Publications (USDL: GPO price $1.00)

OTHER MANPOWER INFORMATION SOURCES

ARIZONA

Arizona Dept. of Mineral Resources
Mineral Bldg., State Fairgrounds
Phoenix, Arizona 85009

Arizona Economic Planning &
Development Dept.
3003 N. Central Ave.
Phoenix, Arizona 85013

Arizona Game and Fish Dept.
2222 W. Greenway Rd.
Phoenix, Arizona 85023

Arizona Public Service
Industrial Development Dept.
501 S. Third Avenue
Phoenix, Arizona 85003

Arizona State Health Dept.
1624 West Adams
Phoenix, Arizona 85007

Arizona State Tax Commission
1700 W. Washington
Phoenix, Arizona 85007

Arizona State University
Tempe, Arizona 85281

First National Bank
Research Dept.
411 North Central Avenue
Phoenix, Arizona 85003

Northern Arizona University
Flagstaff, Arizona 86001

Phoenix Chamber of Commerce
Industrial Development Dept.
805 North 2nd Street
Phoenix, Arizona 85004

Salt River Project
1521 Project Drive
Tempe, Arizona 85281

Tucson Chamber of Commerce
Industrial Development Dept.
420 West Congress
Tucson, Arizona 85721

Tucson Gas and Electric
220 West Sixth Street
Tucson, Arizona 85701

University of Arizona
Tucson, Arizona 85720

Valley National Bank
Research Dept.
141 North Central Avenue
Phoenix, Arizona 85003

NATIONAL

Bellman Publishing Company
Vocational and Professional Monographs
P.O. Box 172
Cambridge, Massachusetts 61738

B'Nai B'rith Vocational Service Bureau
Counselors' Information Service
1640 Rhode Island Avenue, NW
Washington, D.C. 20036

National Association of Manufacturers
Educational Aids
2 East 48 Street
New York, New York 10017

New York Life Insurance Company
Career Information Service
Box 51, Madison Square Station
New York, New York 10010

Science Research Associates
259 E. Erie Street
Chicago, Illinois 60611

Travelers Insurance Companies
Career Information Service
Hartford, Connecticut 06102

United States Air Force Occupational Handbook
Headquarters: United States Air Force
The Pentagon
Washington, D.C. 20225

U.S. Department of Commerce
Field Office
New Federal Building
230 North First Avenue
Phoenix, Arizona 85003

U.S. Department of Health, Education, & Welfare
330 Independence Avenue, S.W.
Washington, D.C. 20203

W. E. Upjohn Institute for Employment Research
709 Westnedge Avenue
Kalamazoo, Michigan 49007

Arizona State Employment Service

Administrative Office

1717 West Jefferson Street

Phoenix, Arizona 85007

Consult Your Telephone Directory

for the

Arizona State Employment Service

Office Nearest You